

ARTICLE II: ADMINISTRATION AND ENFORCEMENT
DIVISION 1. ADMINISTRATION
§ 1-19-2.160. PLANNING COMMISSION.

(A) Sound future development of the county requires that high intensity development receive special site plan review and approval by the Planning Commission. Site plan review enables the Planning Commission and other local agencies to evaluate the merits of each proposal.

(B) No zoning certificate and building permit will be issued, and no structure or use will be established except in conformity with a site development plan approved by the Planning Commission, or their authorized representatives.

(C) After a site plan has been approved and construction of the development has been completed in accordance with the site plan, a change in use which does not affect the design of the development and which requires no new construction other than minor remodeling or changing of permitted signs, will not require an additional site plan review by the Planning Commission. The Zoning Administrator may process minor changes, however, he will refer major proposed changes to the Planning Commission for approval.

(D) A site development plan shall not be required for the reconstruction of an existing structure that has been substantially or wholly destroyed by a catastrophic event, if the structure will be reconstructed on the same footprint or foundation. The Zoning Administrator will process any request for the reconstruction of these structures; however, he may refer any request to the Planning Commission for site plan approval. The reconstruction of the structure must comply with:

(1) All other provisions of this chapter to the extent practicable, as determined by county staff; and

(2) All applicable state and local codes and regulations in existence at the time of reconstruction.

ARTICLE III: REVIEW AND APPROVAL PROCEDURES
DIVISION 3. SITE PLAN REVIEW
§ 1-19-3.300. PROCEDURES.

(A) Each application involving site plan approval, together with the required fee (§1-19-2.130) and other required plan submissions, including, but not limited to adequate public facilities ordinance studies, forest resource ordinance plans, sight-distance studies, and stormwater management concepts and the information described below, shall be submitted to the Office of Planning and Zoning at least 90 days prior to a regularly scheduled Commission meeting. The site plan will be scheduled for a Technical Advisory Committee (TAC) meeting for review by agency representatives and representatives of the applicant. The review period may be reduced to 60 days if, after the TAC meeting, the planning staff determines that all county and Maryland State agency comments have been substantially addressed. The applicant may also file for a zoning certificate and building permit with the Office of Permits and Inspections before receiving site plan approval.

(1) The applicant shall place a sign within 10 feet of each property line which abuts a public road. If the property does not abut a public road, a sign shall be placed in such a manner so that it may be most readily seen by the public.

(a) The Zoning Administrator shall provide the required sign(s).

(b) The sign(s) shall be placed on the property at least 30 days prior to the initial Planning Commission meeting at which the site plan is to be considered.

(c) The sign(s) shall be affixed to a rigid board and maintained at all times by the applicant until the initial hearing is held.

(d) The applicant shall file a notarized affidavit certifying that the required signage has been posted.

(2) If any person removes or tampers with a posted sign during the above 30 day posting period, that person, upon conviction, shall be guilty of a misdemeanor, as provided in § 1-19-2.220.

(B) Approval of a site plan submitted under the provisions of this division shall expire 2 years after the date of the Planning Commission action unless construction has begun. Upon written request submitted to the Zoning Administrator no later than 1 month prior to the expiration date, and for good cause shown by the applicant, a 1 time extension for a period not to exceed 6 months, may be granted by the Zoning Administrator. However, the length of site plan approval, or extension thereof, may not exceed the length of the approval under the Adequate Public Facilities Ordinance (APFO) if APFO approval is required.

(C) The following information is required:

(1) A map of the applicant's entire holding at a convenient scale;

(2) A vicinity map at a scale of 1 inch equals 2,000 feet or more to the inch, indicating the location of the property with respect to surrounding property and streets. The map will show all streets and highways within 2,000 feet of the applicant's property;

(3) A topographic map of the property, at a minimum of 5 foot contour intervals, unless otherwise specified, showing the existing and proposed regrading surface of the land and the location of natural features, such as streams, rock outcrops, and wooded areas;

(4) A site plan showing all existing and proposed improvements including location, proposed use and height of all buildings, location of all parking and truck loading areas with access and egress drives thereto; location of any outdoor storage; location and type of any recreation facilities; proposed grading, landscaping, and screening plans; description of proposed method to provide buffer areas and landscaping where required; location and design of outdoor lighting facilities; and the location, size, and type of all signs; and the location, size and type of all proposed storm water management facilities;

(5) A computation of the total areas of the lot, the building floor area for each type of proposed use, the building coverage and the roads and parking.

(6) Commercial or manufacturing uses will designate:

(a) The specific uses proposed and the number of employees for which buildings are designed;

(b) The type of power to be used for any manufacturing processes;

(c) Type of wastes or by-products to be produced by any process and proposed method of disposal of such wastes or by-products; and

(d) Such other information as may be required by the Planning Commission to determine the impact of a particular use on adjoining properties;

(7) (a) Soil type(s) information shall be provided and appropriate boundaries shown. In the event “wet soils” are located on or within 100 feet of any proposed residential site plan, then a soils delineation report shall be prepared by a soils scientist or professional engineer registered in the State of Maryland. The Planning Commission may waive this requirement if the “wet soils” are located within open space areas. The soils report shall be submitted for review by SCD prior to Planning Commission approval of the site plan, unless such a report was completed earlier within the development review process.

(b) If residential structure(s) with basements are proposed within “wet soils” a geotechnical report is required to be submitted by a professional engineer registered in the State of Maryland. A note shall be placed on the site plan that all construction shall be in accordance with the findings of the geotechnical report.

(D) Site plans may be prepared and submitted by an applicant. It may be required that such information, if found deficient or in error, be resubmitted over the certification of any engineer, architect, landscape architect, land surveyor or other certified professional. Site plans will be prepared to a scale of not smaller than 1 inch equals 100 feet, unless approved by the Zoning Administrator; the sheet or sheets shall be no less than 18 inches by 20 inches nor more than 24 inches by 36 inches, including a 1-1/2 inch margin for binding along the left edge. A site plan may be prepared on one or more sheets, in which case, match lines and an index sheet shall be provided.

§ 1-19-3.300.1. SPECIFIC STANDARDS AND CONDITIONS.

The following specific standards will be met in site plans, in addition to other requirements of this chapter.

(A) *Lighting.* Lighting emitting objectionable glare observable from surrounding properties or streets will be shielded.

(B) *Public utilities.* The Health Department shall certify that the proposed water and sewage facilities are adequate to service the proposed development.

(C) *Screening.* The Planning Commission may require screening along the property line and around and within the parking areas. Minimum standards are: planting strips will be no less than 5 feet wide, planted with shrubs or trees, which are of a type and spaced at intervals which may be expected to form a year- round dense screen at least 6 feet high within 3 years; and opaque fencing may be used in lieu of trees and shrubs, subject to approval of the Planning Commission.

(D) *Common areas.* If the plan of development includes common areas, property, and/or facilities, the Planning Commission as a condition of approval shall establish such conditions on the ownership, use, and maintenance of such lands or property as it deems necessary to ensure the preservation of such areas, property, and facilities for their intended purposes.

§ 1-19-3.300.2 CONCEPT PLAN.

(A) Where specified within the Zoning Ordinance, concept plan approval shall be required as the first step in the development approval process (§ 1-19-7.500(D)).

(B) The concept plan shall include the following elements:

(1) An application in a form acceptable to the Division of Permitting and Development Review;

(2) A map drawn at 1 inch equals 100 feet or greater scale showing property lines, all existing natural and man-made features, and a vicinity map;

(3) A map identifying the type and location of all proposed uses including:

(a) The generalized location, footprint, and exterior elevation of all proposed buildings including height, number of stories, number of attached units, and the location of doors and windows;

(b) All proposed parking locations and generalized information regarding the use of an alternate parking plan including shared, joint, community, or other means;

(c) The generalized location of all roadways, sidewalks, and other public or private facilities adjacent to and necessary for development of the site;

(4) Existing structures on all lots facing and adjacent to the proposed development including the height, setbacks;

(5) Photographs of the subject parcel and all facing and adjacent lots and structures used to determine height and setbacks.